



# Ninilchik Traditional Council

P.O. Box 39070

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## CLINIC RECEPTIONIST VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT DATE:** March 28, 2023

**POSITION TITLE:** Clinic Receptionist

**POSITION TYPE:** Full Time/Permanent

**CLOSING DATE:** When Filled

**POSITION BEGINS:** When Filled

**SALARY:** DOE Depending on Funding

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**POSITION SUMMARY:** The Clinic Receptionist will deal directly with the NTC Community Clinic (NTCCC) patients/clients in the Homer satellite clinic. Therefore, confidentiality will be the highest priority and the Clinic Receptionist will follow the NTCCC HIPAA policies and procedures.

### **PRIMARY DUTIES/RESPONSIBILITIES:**

1. Assist with data entry and review of related information for the NTCCC Homer clinic, as requested.
2. Keep the front office and the patient waiting area as neat as possible throughout the day, as well ensuring they are sanitized frequently.
3. Receive and direct patients.
4. Receives incoming calls and forwards as needed and/or logs phone messages and forwards as appropriate.
5. Schedule clinic appointments.
6. Maintains locked medical records, via EMR.
7. Check in patients by verifying the following on patient charts and the computer database:
  - Ask patient if there are any changes and correct patient information with each visit.
  - Current year's face sheet with updated information.
  - Current year's privacy statement.
  - Documentation for IHS Benefits per NTC Policies.
  - Copy of current insurance, Medicaid and Denali Kidcare.
  - Provide an Advance Beneficiary Notice to Medicare Patients for any procedures or labs not covered by Medicare.
8. Notifies medical providers that the patient is ready to be seen.
9. Collects payments for services per super bill and/or monthly invoices, checking each super bill for accuracy, including diagnoses filled in and that all related procedures are included. Checking with provider if super bill does not match what patient has been seen for.
10. Establishes Patient Payment Plans as needed. Receives insurance and Medicaid co-payments.
11. Process Medicaid Road travel
  - Scan and index archived paper charts.
  - Other administrative duties as assigned.
  - Prepare the front office and waiting area to receive patients.
  - Tally Cash Box Reconciliation for the previous day and forward cash, checks and credit receipts to the NTC Chief Financial Officer.

- Answer phones, schedule patients for medical and behavioral health appointments.
  - Field phone calls to determine who should receive the message/call.
12. Non-medical staff working at the Ninilchik Traditional Council (NTC) Community Clinic are to provide emergency First Aid, CPR and to use the AED according to Red Cross guidelines as set forth in the Red Cross Standard First Aid Class, the Red Cross Adult CPR Class, the Red Cross child/infant CPR Class and the Red Cross AED Class at all times when there is no clinical medical staff (Midlevel's, Community Health Practitioner, or Community Health Aide) at the clinic. Non-medical staff will maintain current Red Cross cards per guidelines for: Standard CPR, Adult CPR, Child/Infant CPR and AED.
  13. Will learn and use Practice Management portion of the Electronic Medical Record, will maintain accurate patient data information.
  14. Other duties as assigned or directed by the NTC Tribal Health Director, Tribal Health Support Manager and/or NTC Executive Director or designee.

**STATEMENT OF QUALIFICATIONS:**

- Must be 18 years of age or older
- Must have at least 1 year, clinic office experience or similar front office experience
- Must have some medical terminology experience
- Must have a clean criminal record
- Proficiency with computer systems
- High school diploma
- Exceptional customer service
- Attention to detail
- Familiarity with and understanding of insurance

**INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**OTHER:**

This position will be under the direct supervision of the NTC Tribal Health Support Manager. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug- free workplace and employees may be required to submit to alcohol and drug testing. All NTC positions of employment are subject to the availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council Administration office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov) Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council  
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